



Integrated Financial Management Program

Core Financial

*Course Name: Invoice Processing in MM
(Materials Management)*

Data Packet

End-User



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TOPIC 1: Enter Invoice or Credit Memo Data in MM

Activity 1: Enter Invoice Data and Park Invoice (Invoice or Credit Memo) in MM

The AP Office received an Invoice from a Vendor. The terms on the PO are net 30. Enter the available data for the invoice and Park it. Note the SAP parked invoice document number on the hard copy of the invoice.

Data – Enter Invoice

FIELD	DATA
Transaction Code	MIR7 (ZMIR7 for Park only)
Basic Data Tab	
Invoice Date	Two working days prior to today
Reference	<i>See XSFC MM Supplemental Data Sheet</i>
Date of Rcpt	Today's date
Purchase Order	<i>See XSFC MM Supplemental Data Sheet</i>
Amount	1,025.00
Payment Tab	
Payment Method	D
Payment Supplement	62
Payment Terms	3K30 (3% in 15 days/net 30)
Details Tab	
Inv. Party (ZREM – remit-to vendor)	<i>See XSFC MM Supplemental Data Sheet</i>
Date of Rcpt	Today's date

NOTE: To complete activity, refer to the Enter Invoice Data and Park Invoice (Invoice or Credit Memo) user procedure within the OLQR.

TOPIC 1: Enter Invoice or Credit Memo Data in MM

Activity 2: Adjust Invoice (including for tax, freight, etc.)

Upon review of an invoice from a Vendor, you have discovered that an invoice amount entered into SAP was entered incorrectly. Goods receipts have been entered. Change the invoice amount to reflect the correct amount and post.

Data

FIELD	DATA
Transaction Code	MIR4
Invoice Doc. Number	Use invoice # created in activity 1 above
Fiscal Year	2003
Basic Data tab	
Amount	1,000.00
PO Reference tab	
Multiple Account Assignment Amount	1,000.00
Quantity	2

NOTE: To complete activity, refer to the Adjust Invoice user procedure within the OLQR.

TOPIC 1: Enter Invoice or Credit Memo Data in MM

Activity 3: Reject Invoice (Return)

After reviewing invoice from a Vendor, it was determined to be improper. Reject/return the invoice.

Data

FIELD	DATA
Transaction Code	MIR4
Invoice Doc. Number	<i>See XSFC MM Supplemental Data Sheet</i>
Fiscal Year	2002

NOTE: To complete activity, refer to the Reject Invoice user procedure within the OLQR.

TOPIC 1: Enter Invoice or Credit Memo Data in MM

Activity 4: Enter Invoice Data and Park Invoice (Invoice or Credit Memo) in MM

The AP Office received an Invoice from a Vendor. The terms on the PO are net 30. Enter the available data for the invoice and Park it. Note the SAP parked invoice document number on the hard copy of the invoice.

Data

FIELD	Data
Transaction Code	MIR7
Basic Data Tab	
Invoice Date	Two working days prior to today's date
Posting Date	Today's Date
Reference	<i>See XSFC MM Supplemental Data Sheet</i>
Amount	120,000.00
Date of Rcpt	Today's date
PO Reference Tab	
Purchase Order	<i>See XSFC MM Supplemental Data Sheet</i>
Mult. Acct. Assignment Amount	120,000.00 (\$60,000 on each ALI)
Payment Tab	
Payment Method	D
Payment Supplement	62
Payment Terms	3Q30 (3% in 20 days/net 30
Details Tab	
Invoicing Party (ZERM – remit-to vendor)	<i>See XSFC MM Supplemental Data Sheet</i>

NOTE: To complete activity, refer to the Enter Invoice Data and Park Invoice (Invoice or Credit Memo) user procedure within the OLQR.

TOPIC 1: Enter Invoice or Credit Memo Data in MM

Activity 5: Change Invoice to Park Complete and Route Invoice

After review, a parked invoice was found to be valid. Change the invoice to park complete and route invoice to the appropriate Approving Official for approval.

Data

FIELD	DATA
Transaction Code	MIR4
Invoice Doc. Number	Use invoice # created in Topic 1 - Activity 4 above
Fiscal Year	2003

NOTE: To complete activity, refer to the Enter Invoice Data and Park Invoice (Invoice or Credit Memo) user procedure within the OLQR

TOPIC 2: Validate Invoice

Activity 1: Check for Proper Approvals

Log into your workplace inbox and check for message from approving officials that approved or disapproved an invoice.

Note: No data needed for this exercise. This exercise will be a demonstration by the trainer only.

TOPIC 2: Validate Invoice

Activity 2: Adjust Payment Amount as Necessary, Match Disbursement to Cost and Post Invoice

An approval has been received to pay a final invoice for a Vendor for an amount less than the amount of the invoice. In SAP, adjust the payment amount as required, match disbursements to cost and post invoice.

Data – Adjust Payment Amount as Necessary

FIELD	DATA
Transaction Code	MIR4
Invoice Doc. Number	Use invoice # created in Topic 1 - Activity 4 above
Fiscal Year	2003
Basic Data tab	
Amount	100,000.00
PO Reference tab	
Mult. Acct. Assgt. Amount	100,000.00 (ALI 1)

In this exercise, we have combined several activities that can be performed at the same time.

NOTE: It is very important to click the multiple account assign button to assign the amount to the ALI (Accounting Line Item). Also, De-select any ALI's that are not applied to this payment.

NOTE: To complete activity, refer to the Adjust Payment, Match Disbursement to Cost (Non CCR/533 Contracts), and Enter Invoice Data and Park Invoice (Invoice or Credit Memo) user procedures within the OLQR.

TOPIC 3: Correct Erroneous Posted or Paid Invoices

Activity 1: Move Disbursement

An Invoice was paid in error on the wrong FCS. Move the disbursement to the correct FCS.

Data – Enter Credit Memo

FIELD	DATA
Transaction Code	MIRO
Basic Data Tab	
Transaction	Credit Memo *
Invoice Date	Two working days prior to today's date
Reference	<i>See XSFC MM Supplemental Data Sheet</i>
Date of Rcpt.	Today's Date
Amount	6,000.00
PO Reference tab	
Purchase Order/scheduling agreement	<i>See XSFC MM Supplemental Data Sheet</i>
Mult. Acct. Assgt.	6,000 (on 2 nd ALI)
Payment Tab	
Payment Method	D
Payment Supplement	62
Details Tab	
Inv. Party (ZREM)	<i>See XSFC MM Supplemental Data Sheet</i>
Notes Tab	<i>See XSFC MM Supplemental Data Sheet</i>

* It is very important to remember to change your transaction back to "Invoice" after entering the Credit Memo. Otherwise, your next document will be created as a Credit Memo rather than a regular Invoice.

Data – Re-Enter Invoice and Post

FIELD	DATA
Transaction Code	MIRO
Basic Data Tab	
Transaction	Invoice
Invoice Date	07/05/2002
Reference	<i>See XSFC MM Supplemental Data Sheet</i>
Date of Rcpt.	07/11/2002
Amount	6,000.00
PO Reference tab	
Purchase Order/scheduling agreement	<i>See XSFC MM Supplemental Data Sheet</i>
Mult. Acct. Assgt. Amount	6,000.00 (select ALI 2)

Payment tab	
Payment Method	D
Payment Supplement	62
Details tab	
Inv. Party (ZREM)	<i>See XSFC MM Supplemental Data Sheet</i>
Notes Tab	<i>See XSFC MM Supplemental Data Sheet</i>

Data – Clear Vendor

FIELD	DATA
Transaction Code	F-44
Account	<i>See XSFC MM Supplemental Data Sheet</i>
Document Number	Enter the Credit memo document number and the Re-Enter Invoice and Post document number created above in Topic 3 – Activity 1

No Data for JV because the disbursement were moved within the same fund.

NOTE: To complete activity, refer to the Enter Invoice Data and Park Invoice (Invoice or Credit Memo) and Clear Down Payment and Post (F-44) user procedures within the OLQR.

TOPIC 3: Correct Erroneous Posted or Paid Invoices

Activity 2: Reverse Invoice & Make Corrections, Re-Enter Invoice, Reference Original Invoice and Post

An invoice was blocked from the payment proposal because it was entered with errors. The invoice must be corrected in order to pay the bill. Reverse the original invoice and re-enter the invoice correctly. Note the previous invoice document number in the screen (notes tab) and post.

Data – Reverse Invoice

FIELD	DATA
Transaction Code	MR8M
Document Number	Use Document # created in Topic 1 - Activity 1 above
Company Code	NASA
Fiscal Year	2003
Reversal reason	01
Posting Date	Today's Date

Data – Re-Enter Invoice, Reference Original Invoice and Post

FIELD	DATA
Transaction Code	MIRO
Basic Data tab	
Invoice Date	Two working days prior to today's date
Reference	<i>See XSFC MM Supplemental Data Sheet</i>
Date of Rcpt.	Today's date
Amount	1000.00
Vendor	<i>See XSFC MM Supplemental Data Sheet</i>
PO Reference tab	
Purchase Order/Scheduling Agreement	<i>See XSFC MM Supplemental Data Sheet</i>
Mult. Acct. Assgt. Amount	1000.00
Quantity	2
Payment tab	
Payment Method	D
Pmnt. Meth. sup.	62
Details tab	
Notes Tab	Reference the Original invoice number created in Activity 1 above

NOTE: To complete activity, refer to the Make Corrections, Re-Enter Invoice and Reference Original Invoice and Post user procedure within the OLQR.

TOPIC 3: Correct Erroneous Posted or Paid Invoices

Activity 3: Cancel First Transaction in SAP, Re-enter Invoice & Schedule Replacement Payment

The Vendor Payment Processor has determined that a pending payment needs to be cancelled and re-entered prior to being sent to Treasury. Reset the cleared item, cancel the first invoice in SAP and re-enter and post the invoice.

Data – Cancel Original Disbursement (Reset Cleared Items)

FIELD	DATA
Transaction Code	FBRA
Clearing Document Number	<i>See XSFC MM Supplemental Data Sheet</i>
Fiscal Year	2002
Reversal Reason	01

NOTE: To complete activity, refer to the ‘Cancel First FI Transaction in SAP, Re-Enter Invoice and Schedule Replacement Payment’ user procedure within the OLQR.

We will not do the rest of the steps for this script/user procedure because you have already done a MR8M (reverse) and a MIRO transaction in other exercises.

TOPIC 3: Correct Erroneous Posted or Paid Invoices

Activity 4: Cancel Disbursement, Create and Post Credit Memo, Clear Document, Post Corrected Invoice

The user procedures for this activity will be a class discussion only. Due to the fact that this exercise involves more than just the AP functions to complete it.